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27 January 1972

MEMORANDUM FOR: Deputy Director for Support

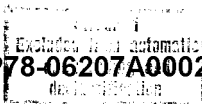
SUBJECT : Office of Training Report for
the Week of 17 January

1. Courses

a. As a new element in the Advanced Intelligence Seminar, the class will visit Cape Kennedy for a briefing and tour on Monday, 13 March. [REDACTED] will provide the transportation. The class will leave on Sunday, the 12th, and return Monday evening. There will be approximately thirty in the group, including faculty; the cost will be about \$1,225.00.

b. [REDACTED] signed a letter on the 13th of January to General Bennett, Director of DIA, concerning the establishment of a special course for Defense Attache officers being posted to Latin American countries with Soviet presence. The concentration will be on the exploitation of the natural access these officers have to Soviet military

SECRET



personnel by making them more keenly aware of CIA's aims and needs.

c. As a result of a review of the recently presented course, Project Officer in the Contract Cycle, by senior officers from DDS&T, OL and the Course Administrator, greater emphasis will be given to certain areas of the curriculum, particularly the budget^{way}, allocating, and controlling of R&D funds in the Agency's fiscal system.

d. Following a discussion with the Chief, Clerical Staffing Branch, Office of Personnel, it was decided that Wage Board employees will be enrolled in our Clerical Orientation Course. They will attend the first three hours which cover the structure and organization of the Agency.

e. Starting with the 19-24 March running, the "Open" Managerial Grid (GS-07 and above) will be conducted [REDACTED] 25X1A

We coordinated this move with personnel [REDACTED] 25X1A

25X1A

[REDACTED]

f. We have cancelled the 13-18 February Advanced Management (Planning) course due to under-subscription. There were only ten students enrolled as of the last day of registration, 19 January. Twenty-four students is the minimum enrollment.

25X1A g. At the request of Chief, [REDACTED] the three-day orientation we had been asked to present at Eglin Air Force Base has been cancelled. Security and operational considerations made such a program inadvisable at this time.

SECRET

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2. Notes

A recent organizational change in the Central Cover Staff (establishment of a Plans and Review Group) directly involves our processing external training requests. [REDACTED] assigned to this group, 25X1A will be liaison officer to OTR. We will brief him sometime during the week of 31 January.

25X1A

[REDACTED]
in preparing graphics at the OTR T. V. studio of certain items of budget presentation to be made to Congress by the DCI and the Executive Director-
25X1A Comptroller. [REDACTED] is responsible for the DCI's visual aid work.

The Attache Class of the Defense Intelligence School will be at the Headquarters building on Wednesday, 2 February for its briefing by the Office of Security. The briefing will be given in GA-13 and will begin approximately at 8:15; will end about noon.

3. Guest Speakers

Attached is the list of high-level guests who will participate in OTR's programs to be conducted during the week of 31 January.

X1A

[REDACTED]
HUGH T. CUNNINGHAM
Director of Training

Att

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